



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

4 February 2016

ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #16-018
TITLE 32 USC SEC 502 (f)

POSITION: AGR Human Resource NCO

GRADE: SGT/E-5 (Also see Area of Consideration)

LOCATION: DCSPER, Bldg #7, Camp Keyes, Augusta, ME 04333

CLOSING DATE: 3 March 2016

AREA OF CONSIDERATION: Open to currently assigned, on-board AGRs, Traditional Soldiers, and Technicians of the Maine Army National Guard in the rank of Specialist (E4) through Staff Sergeant (E6) who are qualified or who may become qualified in MOS 42A. Staff Sergeants must agree to an administrative reduction to Sergeant (E5) upon selection and prior to the start date of the position. (Also see Eligibility Requirement below).

MILITARY/FULL-TIME ASSIGNMENT: Selected applicant will be assigned militarily as an E-5, HR NCO (UMR Position: (W8A4AA) 211A/09 42A2O and full time as an E5 HR NCO (FTMD position: (W8A4AA) 1324/306). This DCSPER position is a SIDPERS Analyst who is responsible for daily processing and quality control of all incoming personnel actions involving the interactive Personnel Electronic Records Management System (iPERMS). Processes Standard Installation Division Personnel Reporting System (SIDPERS) transactions: accessions, promotions, transfers, reassignments and discharges. Responsible for updating all Table of Distribution and Allowance (TDA) and Modified Table of Organization and Equipment (MTOE) documents for Unit Manning Report (UMR) within the state. Provides oversight and produces daily strength reports through processing of gains and losses through E-Trans and SIDPERS. Oversees data quality control between various automation systems.

ELIGIBILITY REQUIREMENT: Selected individual must meet requirements of Applicants Primary MOS IAW DA PAM 611-21, at time of application for job position. Applicants must have fewer than 10 years of active service to apply based on a 14 year retention control point.

ADDITIONAL REQUIREMENTS: Physical demands rating and qualifications for initial award of MOS. Human resources specialists must possess the following qualifications:

- (1) A physical demands rating of light.
- (2) A physical profile of 323222.
- (3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 16-018 dated
4 February 2016 (Cont'd)**

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

SELECTED RESERVE INCENTIVE PROGRAM (SRIP):

Applicants should contact the MEARNNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

HOW TO APPLY:

a. Technicians and Traditional (M-Day) applicants, as a minimum will submit an *NGB Form 34-1*, (Application for Active Guard/Reserve Tour) from the following web site http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm, 23B RPAM Statement, and a copy of their latest ERB.

b. AGR applicants will submit a memorandum of interest, along with their Enlisted Record Brief (ERB) through their Chain of Command to the HRO-AGR office. HRO must receive an emailed copy from the Soldier directly prior to the closing date.

c. Applications and Memorandums of interest must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE**. Memorandums of interest received after the closing date will not be considered. The inter-office distribution system may be used (no expense incurred to the government). - Current Maine AGR Job announcements are posted on all unit bulletin boards and are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link.

- You may deliver your application and other documents **in person**, or **send** them by:

- **Email (*Preferred Method*)** to ng.me.mearng.list.hro-agr-br@mail.mil or
- Non government fax to MENG-HRO-AGR office at (207) 626-4246, or
- U.S. mail to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

All Applicants are encouraged to contact HRO office at (207) 430-6025 or (207) 430-5906 to verify receipt of their application prior to the closing date of job announcement unless they have received an email confirmation of receipt from HRO.

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 16-018 dated
4 February 2016 (Cont'd)**

APPOINTMENT: This position will be filled as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness, mob, temporary duty, etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

\\\\\\\\\\\\SIGNED\\\\\\\\\\\\\\
CHRISTOPHER A. MERRILL
CW4, MEARN
AGR Manager